

LAFAYETTE MANOR COMMITTEE MEETING

Tuesday, October 28, 2014

Meeting Time: 5:00 PM

Attending Committee Members & Manor Meeting Staff

Dave Halloran, Chairman	Julie Chikowski, ADM
Zeke Garthwaite	Peggy Rolli, A. ADM
Gerald Heimann	Judy Gobeli, DON
Jack Sauer - Excused	Shelley Lange, HRC
Vicki Whitford – Lay Member /Excused	Barb Johnson, DF
Kenny Taylor – Lay Member	Deb Krahenbuhl, AM

Call to Order -

The Lafayette Manor Committee Meeting was called to order at 5:00 p.m. by Dave Halloran, Chair. All Committee members were present with the exception of Jack Sauer, and Vicki Whitford, who were excused. Dave Halloran noted that there was a quorum.

Posting -

Shelley Lange reported that the meeting agenda was posted at the Court House, Memorial Hospital, Lafayette Manor, submitted to the County Clerk's Office for posting on the County website (along with the not yet approved minutes), and submitted to the R.J.

Minutes -

A motion was made by Gerald Heimann, and seconded by Kenny Taylor, to approve the September 23, 2014 meeting minutes, as written. The motion carried unanimously.

Approval of Agenda -

A motion was made by Zeke Garthwaite, and seconded by Gerald Heimann, to approve the October 28, 2014 agenda as presented. The motion carried unanimously.

Public Comment -

There was no public in attendance.

Financial Notes – Presented by Barb Johnson

Revenue and Expense Analysis:

- Total Net Revenue for the month of September, 2014 was \$365,813.
 - YTD Net Revenue being \$3,295,125.
- For the month of September, 2014 the Total Expenses were \$414,473
 - YTD Expenses are \$3,663,785.
- Departments over their Expense Budget include: Patient Services Staff; Occupational and Physical Therapy; Operations/Maintenance; Housekeeping; Laundry/Linen; Office; Administration, Central Supply; and Depreciation.

- Explanation for departments over YTD Budget. Budget for 2014 was based on 2013 YTD resident census of 51.
 - Patient Services Staff: RN's and LPN's are over in wages & fringes due to employee turnover and training of new staff.
 - Occupational and Physical Therapy: Over Budget due to increase in the Resident census.
 - Housekeeping: Fringes are up mostly due to health insurance, Family Plan vs. Single Plan being chosen.
 - Laundry/Linen: Superior Health Linen contract was not listed as part of Budget Expense.
 - The Superior Health Linen contract is estimated at \$65,000 for the year.
 - Office: Hospital Staff Time was not calculated in Budget for 2014. Auditing fees.
 - Administration: The Purchase of ESC Software in the amount of \$24,000 was missing from the Budget – this was paid for throughout 2014.
 - Central Supply: Increase in the Resident census.
 - Depreciation: Purchases of the truck and new washing machine at the end of 2013 were not included in the 2014 depreciation calculation.
- Monthly Net Income is at a loss \$48,660.
 - YTD Levy used is \$368,660.
- It was anticipated that Lafayette Manor would receive \$285,900 in IGT Grant funding from Medicaid for January through June 2014.
 - The actual amount received was \$278,300. A reduction of \$7,600.
- It is anticipated that the IGT Grant from Medicaid for the period July 2014 through June 2015 will be \$445,691.
 - The portion for 2014 would be \$222,845.
- There were more patient days in Medicaid than Medicare.
 - This results in some lost revenue due to a lower rate being paid to the Manor for Medicaid Residents.

Swing-Bed Statistics:

- Hospital admitted Swingbed days related to the Manor for September was 0 days.
- YTD total days are 46 days giving the hospital approximately \$74,445.45 in revenue YTD. Lafayette Manor would have received approximately \$450/day revenue for those residents, which equates to an approximate \$20,700 in lost revenue to the Manor YTD.
 - The YTD Swingbed Revenue transfer from MHLC to the Manor is \$37,222.73, which will bring the Manor's YTD Levy use to \$368,660.
- The MHLC payment to the Manor for rent for September is \$1,440.00.
 - YTD rent for the MHLC business offices at the Manor is \$12,960.00.

Wages & Fringes:

- YTD wages are currently showing over budget by \$47,544 and YTD Benefits are showing over budget by \$22,822 with a net over budget of \$70,365.
- Administration and Department Managers continue to analyze appropriate staffing levels.

A/R Aging:

- The total Accounts Receivable as of September 30, 2014 is \$348,431.56.

Julie Chikowski noted that she does all the Private Pay collection calls for the Manor, in an effort to keep the accounts receivable total as low as possible. She explained that since a private pay resident upon spending all resources, and thus becoming Medicaid eligible, can be backed up 3 months; a \$1500 adjustment is then necessary due to the resident changing payer source. She noted that this process occurs each time a Private Pay residents switches to Medicaid.

A reminder that on the prior year net revenue, there was a double count on patient revenue for the self-pay liability; which resulted in an overstatement of patient revenue of approximately \$35,000.00 per month.

Dave Halloran questioned if the Committee could expect the \$348,431.56 Accounts Receivable total to be reduced at any point. Julie Chikowski explained that given the current number of residents, the total AR is right in line with what it should be for a 30-day turnaround.

Julie Chikowski then noted the following with respect to the budget numbers:

- The utility bill of approximately \$8,000 was overstated by one-half, due to a faulty meter, which has since been replaced.
- The costs of the ECS Resident Data System and Superior Linens not being included in the current budget resulted in an over-budget of \$105,000.
- Staff utilization is continually being adjusted according to the number of in-house residents. The current census is 52 in house.
- The facility has currently used 475,000 to 480,000 in levy monies for the year.
- While Medicare residents are usually a better source of revenue than Medicaid; abnormally high Medicare costs in July, August, and September, resulted in very expensive resident care months for the facility.
- While the facility is looking at a levy use of just under \$500,000 for the year; the future goal will be to come in at one-half that number, but in order to reach that goal, we must increase and stabilize the census numbers.
- Expenses have been decreased in the following areas: Compliance Fines; Attorney Fees; Unemployment; Worker's Compensation; and Staff Training.
- Looking into the possibility of providing laundry services in-house once again, instead of renewing our current contract with Superior Linens. Providing the service in-house would require one additional staff member at a cost of about \$50,000 per year (to cover wages and fringes); the replacement of one machine at a cost of \$6,000; and the purchase of linens, blankets, sheets, towels, and soaker pads. Jim Lange is working on the numbers, which will be brought before the Committee for further discussion at the November meeting.

Audit of Bills –

Deb Krahenbuhl went over some of the submitted bills, which included: Superior Linens at \$3,556.00; Southwest Wisconsin Staffing at \$3,090.00; Dietitian Services at \$965.00; Water & Sewer at \$6,210.00; Ready Ride (for a resident transfer) at \$181.70; Pharmacy at \$2,238.00; and flu vaccines at \$3,240.00. It was noted that a bill has not yet been received from the highway department for the black-topping of the front parking lot at this time.

A motion was made by Gerald Heimann, and seconded by Kenny Taylor, to approve the bills as submitted, subject to audit. The motion carried unanimously.

Utilization Report –

Julie Chikowski gave the following admission and pay source information for September 2014:

September 30, 2014 Admission / Discharge Report	
Total Admissions	3
Total Discharges	2
Charges Report	
Pay Source: Medicare Part A	8
Medical Assistance	36
Private Pay	15
Average Daily Census	53

The census as of September 30, 2014 was 54 Residents in house.

Management Report –

Survey

Dave Halloran congratulated the staff and facility on the great survey this year. It was noted that Julie Chikowski had notified Committee members on the outcome of the survey immediately following its completion. Julie Chikowski stated that with only 2 minor citations received this year; she found the Survey Team this year, very much like last year; to be very efficient, good to work with, supportive of the staffs efforts, and helpful in providing the facility with the tools necessary to fix those areas which we might be struggling with. Julie Chikowski also stated that Jim Lange is doing a fabulous job in taking care of this facility, as the building engineer also found only very minor issues with the building, which is to Jim's credit, given the age of the facility, is excellent.

Julie Chikowski thanked the Committee for their prior approval of the Pop-Fund; which allowed the facility to provide the staff with pizza, in appreciation of their hard work, resulting in the great survey results.

Gerald Heimann wanted to thank the staff for the excellent care his mother-in-law, who has since passed away, received while she was a resident. Gerald stated that he and his wife are very appreciative of the great staff and the effort they made to make her stay a pleasant one. He noted that Dr. Solverson was also very compassionate in the care he provided.

Parking Lot Lighting

Julie Chikowski reported that the facility has not received any bids at this time.

Therapy Department

Julie Chikowski stated that a therapy expense/revenue report would be prepared and submitted to the Committee at the November meeting.

Auxiliary Report –

Peggy Rolli reported that the Manor Auxiliary would like to pay for the Wisconsin State Journal newspapers for both floors for the residents again this year. Deb Krahenbuhl stated that she would double check, but she thought that a double payment had been sent in last year.

Peggy Rolli stated that members of the Auxiliary have asked for suggestions on purchases which would be beneficial to the residents. Julie Chikowski questioned if the Auxiliary would be interested in helping fund the much needed parking lot lighting, and stated that she would approach the Auxiliary members herself with the request. Peggy Rolli stated that the Auxiliary donated \$200.00 toward Halloween candy for the residents to hand out. The Auxiliary plans to do the Love Lights in February again this year.

Kenny Taylor questioned if it would be possible to have some stripes put on the edges of the steps in the stairwell, either with bright tape or paint, as he noted that with the steps all being the same color, it is very hard to see the edge of the steps, making it easy to misstep and/or fall. Julie Chikowski stated that tape would present an infection control issue, due to the collection of bacteria and germs, but that she would follow-up on his request.

Marketing Report

Peggy Rolli presented the Marketing Report, stating that the following photos have been sent to area newspapers.

- Red Hat Ladies in the Pecatonica Leader
- Owl Crafts
- Apple Baking
- Pumpkin Decorating

Lafayette Manor also had an ad in the Our Town Hero's insert; a Thank-You to the Manor Auxiliary for the Fall Cook-Out; and an ad accepting donations for Halloween candy for Trick or Treating.

The monthly interview of a Manor employee and article is sent to Memorial Hospital newsletter each month. The employee featured for the October issue was Ann Wonders, a full time Dietary Cook. Ann has been employed for 28 years.

OT & Staffing

Shelley Lange reported the following OT numbers:

- July OT: 176 Hours for a total of \$4,409.65
- August OT: 215.0 Hours for a total of \$4,897.76 – An increase of 39 Hours and \$488.11 over July's OT
- September OT: 236.75 Hours for a total of \$5,339.78 – An increase of 21.75 Hours and \$442.02 over August's OT

It was noted that additional hours were utilized to insure that all survey compliance programs were in place; and that the facility has been utilizing regular staff as opposed to agency staff, with the exception of the 6 shift per payroll agency personnel which has been contracted at a reduced rate.

Personnel / Payroll Report – Through October 28, 2014

Family Medical Leaves

- PT/PM – RN - Covered Under ADA Accommodation
- FT/Day – RN - Covered Under ADA Accommodation
- FT/PM – CNA – Intermittent FMLA Leave: July 7, 2014 – December 7, 2014
 - Serious Personal Health Condition
- PT/NOC – RN – Intermittent FMLA Leave: August 1, 2014 – January 17, 2015
 - Serious Health Condition of Spouse
- FT/PM – CNA – Regular FMLA Leave: August 4, 2014 – October 27, 2014
 - Serious Personal Health Condition
 - 1st Day Back: October 28, 2014
- FT/Dietary – Regular FMLA Leave: October 8, 2014 – November 4, 2014
 - Serious Personal Health Condition
- FT/Night – RN – Intermittent FMLA Leave: November 7, 2014 – December 5, 2014
 - Serious Health Condition of Spouse

New Hire / Status Change/Staffing Information –

Diana Santiago	CNA	New Hire: October 1, 2014	PT / PM Shift
Cindy Teutschmann	CNA	Employment End Date: 10/14/2014	FT / PM Shift

Agency LPN staff continues to work 6 shifts per pay period at a reduced rate.

Current Weekend - PT CNA has expressed interest in open FT Night Position.

Workman's Compensation as of October 28, 2014

- 10 – First Reports of Injury for the year - No Reportable Time Off

Total Employees: 79 regularly Scheduled, plus 7 College Students which work Holidays and/or summers only; for a total of 86 employees.

Agenda Items for Next Meeting –

To Dave Halloran's request for specific agenda items for the September meeting:

1. Parking Lot Lighting Bid(s)
2. Therapy Report
3. Laundry Report

Date of the Next Meeting –

The next Manor Committee meeting will be held on:

**Tuesday, November 25, 2014
6:00 PM MEETING**

**LOCATION:
Lafayette Manor – 1st Floor West Meeting Area**

Adjournment

On a motion made by Kenny Taylor, and seconded by Zeke Garthwaite, the meeting of the Lafayette Manor Committee was adjourned.

Respectfully submitted by,

Shelley Lange

Shelley Lange, HRC

SL/sjl